

<b>Job Title</b>	General Counsel of the City University Construction Fund
<b>PVN ID</b>	VC-2002-003515
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	FPCM Administration
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 07, 2020 (Or Until Filled)

## General Description

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The Mission of the City University Construction Fund (CUCF) is to manage the resources necessary for the design and construction of space required to support the educational mandate of the City University of New York (CUNY).

### CUCF Performance Standards:

1. Design and Build cost effective high quality capacity to meet the long term needs of the University System.
2. Ensure the maximum use of energy efficient green technology in designing new buildings and in the replacement of existing building systems.
3. Maintain the highest standards of business integrity and financial accountability through good management and internal control systems.
4. Establish and maintain analytic processes to identify the budgetary requirements necessary to support the infrastructure needs of the individual colleges.
5. Implement and maintain a successful Minority and Women – Owned Business Enterprise Program.

Salary commensurate with education and experience.

## Other Duties

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The **General Counsel** oversees all legal matters of the CUCF including:

- Review contracts, leases, sub-leases and other agreements as may be necessary to carry out its corporate purpose, including those for: 1) architectural and engineering services and construction, 2) legal and financial consultants and for professional and technical assistance as needed, 3) purchase, leasing and development of real property and related transactions;
- Coordination and oversight of any investigations of fraud and other misconduct emanating from activities of the CUCF or its consultants;
- Manages legal cases related to activities of the CUCF including proceedings and litigation; oversees the use and supervision of outside counsel as appropriate;
- Serves as the CUCF internal controls officer and chief ethics advisor;
- Provides legal counsel to the Board of Trustees and Executive Director of the CUCF and CUNY senior university staff on a broad range of issues as requested;
- Assures appropriate analysis, documentation and preservation of records.

## Qualifications

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- J.D. and at least 20 years of related experience as a practicing attorney required.
- Membership in New York State Bar required (membership in comparable jurisdiction acceptable provided membership in New York State Bar is obtained within 1 year).
- Significant construction expertise – demonstrated and extensive experience in a broad array of real estate projects, including construction projects, development deals, contracting and procurement, particularly in the public sector.
- Legal expertise in regulatory compliance, public procurement, and inter-governmental agreements.
- The successful candidate also will demonstrate:

- Strong analytical, evaluation, and research skills,
- Exceptional writing and interpersonal communication skills,
- Strong negotiation, contract drafting, conflict resolution, and client counseling skills,
- Highly developed interpersonal skills and demonstrated ability to work well within a diverse environment,
- Significant experience interpreting laws and drafting and interpreting organizational regulations, policies, procedures, and guidelines,
- Ability to produce results as an individual contributor and part of a team,
- Ability to work effectively, collaboratively, and cooperatively with diverse stakeholders, constituents, and clients of various levels,
- Ability to take initiative, exercise discretion and tact, and use sound judgment to give advice and make decisions,
- Strong organizational skills with the ability to establish plans, manage a large workload and multiple assignments, and meet deadlines in a fast-paced office,
- Proficiency using standard office programs (Word, Excel, PowerPoint, Outlook, SharePoint) and legal research software (Westlaw, Lexis).